

The Naval Air Warfare Center Aircraft Division's Equal Employment Opportunity Office is hosting a "Managing Your Productivity" seminar on how to identify, manage and accomplish those items that matter most in your professional and personal life.

Date: Wednesday, March 21

Time: 0800 - 1200

Location: Building 1489, room 102

Audience: Civilian, military and CSS personnel

Cost: Free

During this seminar, you will learn how to:

- Discover value-based time and life management principles and skills to focus on priorities and critical tasks and objectives
- Apply short-term and long-term planning to eliminate time wasters and improve your productivity
- Create productive and efficient routines to support goals
- Enhance your ability to plan, organize, prioritize, eliminate procrastination and relieve self-induced stress

To register, visit <http://www.eventsbot.com/events/eb033774981>. You must have supervisor approval to attend. Please request special accommodations when registering. For sign language interpreting services, call 301-342-6670 or email interpretingservices@navy.mil. To guarantee space availability, register early.